



Burlington City Council Meeting

April 5, 2016

Municipal Building Council Chamber

7:00 PM

CALL TO ORDER Mayor Ian Baltutis

INVOCATION Councilmember Robert Ward

PROCLAMATIONS:

- Sexual Assault Awareness Month
- Alcohol Awareness Month
- Mayors Day of Recognition for National Service – April 5, 2016

CODE OF ETHICS-DISCLOSING CONFLICTS OF INTEREST City Clerk Renee Ward

APPROVAL OF MINUTES March 15, 2016 - City Council Meeting

ADOPTION OF AGENDA

CONSENT AGENDA

- A.** To approve an amendment to the Municipal Records Retention and Disposition Schedule. The official copy of the schedule will remain on file with the City Clerk.
- B.** To set a date of public hearing for April 19, 2016, to receive citizens' comments on the 2016-17 Community Development Program Annual Action Plan and Action Plan Amendment.
- C.** To approve a request to temporarily close the following streets on May 7, 2016, from 6:30am until 5:00pm for the 2016 Burlington Recreation and Parks Department's special event, "Burlington Active City Streets".
- Front Street from Spring Street to Lexington Avenue
 - Main Street from Davis Street to Front Street
 - Spring Street from Davis Street to Front Street

D. Budget Amendment – 2016-29 – Recreation – Kernodle Senior Center – Impact Alamance Grant

BA2016-29

Increase Revenues:

010-33407-6260 Senior Programs/Donations \$ 9,000

Increase Expenditures:

010-62626-6013 Trails at Town & Country Park \$ 9,000

E. Budget Amendment 2016-30 – RICO Appropriations

BA2016-30

Increase Revenues:

013-39398-0000 Appropriated Fund Balance \$ 27,780

Increase Expenditures:

013-52520-3390 Equipment not Capitalized \$ 27,780

PUBLIC HEARING:

1. City Council will consider amending City Code of Ordinances, Chapter 15, pertaining to Intoxicating Liquors.

NEW BUSINESS:

2. City Council will consider a request to temporarily close the following streets from 11:00am until 7:30pm for the Rusted Bucket Tavern to host a series of Downtown Food Truck Festival's on May 8, June 12, July 10, August 14, September 11, and October 9, 2016.

- Davis Street from Worth Street to Spring Street
- Main Street from Maple Avenue to Front Street

PUBLIC COMMENT PERIOD

CITY COUNCIL COMMENTS

ADJOURN



PROCLAMATION

Proclaiming April 2016 as

“Sexual Assault Awareness Month”

In Burlington, North Carolina

WHEREAS, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community; and

WHEREAS, rape, sexual assault, and sexual harassment harm our community and statistics show one in five women and one in 71 men will be raped at some point in their lives; and

WHEREAS, young people experience heightened rates of sexual violence, and youth ages 12-17 were 2.5 times as likely to be victims of rape or sexual assault; and

WHEREAS, on campus, one in five women and one in 16 men are sexually assaulted during their time in college; and

WHEREAS, we must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

WHEREAS, prevention is possible when everyone gets involved; the first step is increasing education, awareness, and community involvement. It's time for all of us to take action to create a safer environment for all;

NOW, THEREFORE I, Ian Baltutis, Mayor of the City of Burlington, join advocates and communities across the country in taking action to prevent sexual violence. I hereby proclaim April as Sexual Assault Awareness Month in Burlington.

This the 5th day of April, 2016

*Mayor, Ian Baltutis
City of Burlington, NC*



PROCLAMATION

Proclaiming April 2016, as “Alcohol Awareness Month” in the City of Burlington

WHEREAS, the month of April has been designated as Alcohol Awareness Month; and

WHEREAS, across our nation, alcohol abuse is a major public health problem that affects Americans from all communities of all ages, races, and ethnic backgrounds; and

WHEREAS, alcohol is defined by the World Health Organization as a group 1 carcinogen and is the 3rd leading preventable cause of cancer; and

WHEREAS, alcohol kills more children than all illegal drugs combined; and

WHEREAS, 17% of 9th graders and 36% of 12th graders in Alamance County report having used alcohol in the past 30 days; and

WHEREAS, underage drinkers consume nearly 10% of all alcohol sold in North Carolina, totaling \$526 million in sales; and

WHEREAS, underage drinking alone costs the citizens of North Carolina \$1.5 billion in medical care, work loss, and pain and suffering associated with the multiple problems resulting from the use of alcohol by youth; and

WHEREAS, during January 2016’s Alcohol Purchase Survey, 35% of clerks failed to request proper identification from a youthful appearing person attempting to purchase alcohol; and

WHEREAS, N.C. Alcohol Law Enforcement offers quarterly, “Be A Responsible Seller” training, but less than 15 local merchants attended during 2015; and

WHEREAS, 40% of 9th graders and 60% of 12th graders in Alamance County say alcohol it is easy to get alcohol; and

WHEREAS, the Alamance County Youth Advisory Council and Alamance Citizens for a Drug Free Community are working to raise awareness statewide, and to mobilize efforts within communities to implement strategies that prevent alcohol abuse and dependency by decreasing underage access to alcohol, changing community norms that promote underage and excessive alcohol consumption, and address policies pertaining to underage and excessive drinking.

NOW, THEREFORE, I, Ian Baltutis, Mayor of the City of Burlington do hereby proclaim April 2016, as “ALCOHOL AWARENESS MONTH” in the City of Burlington, North Carolina and commend this observance to all citizens.

This is the 5th day of April 2016.

***Ian Baltutis, Mayor
City of Burlington***



PROCLAMATION

Proclaiming April 5, 2016

Mayors Day of Recognition for National Service

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with county officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 5, 2016.

THEREFORE, BE IT RESOLVED that I, Ian Baltutis, Mayor of the City of Burlington, do hereby proclaim April 5, 2016, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.

This the 5th day of April 2016.



Ian Baltutis

Mayor, City of Burlington



MINUTES OF THE CITY OF BURLINGTON CITY COUNCIL MEETING MARCH 15, 2016

The City Council of the City of Burlington held a regularly scheduled meeting in the Council Chamber, Municipal Building, 425 South Lexington Avenue, Burlington, N. C., 27216-1358, on March 15, 2016, at 7:00 PM.

Mayor Ian Baltutis presided

Council Present: Mayor Ian Baltutis, Mayor Pro Tem Celo Faucette, Councilmembers Robert Ward, James Butler and Kathy Hykes

Councilmembers Absent: None

City Manager: Hardin Watkins, Present

City Attorney: David Huffman, Present

City Clerk: Renee M. Ward, Present

CALL TO ORDER

Mayor Pro Tem Celo Faucette

INVOCATION

Mayor Pro Tem Celo Faucette

RECOGNITION – Firefighter Shannon Watkins



Firefighter Watkins was recognized for his efforts in giving medical attention to an unconscious woman while in flight home from a vacation.

CODE OF ETHICS-DISCLOSING CONFLICTS OF INTEREST – City Clerk Renee Ward

There were no conflicts of interest reported.

APPROVAL OF MINUTES

- February 11, 2016 - City Council Retreat
- March 1, 2016 - City Council

Upon motion by Councilmember Ward, seconded by Councilmember Butler, it was resolved unanimously to approve the above listed minutes.

ADOPTION OF AGENDA

Upon motion by Councilmember Butler, seconded by Councilmember Ward, it was resolved unanimously to adopt the agenda.

CONSENT AGENDA

A. To adopt an ordinance approving the following Traffic Commission Recommendations:

- To approve a no-parking zone on the north side of Eldermont Street from a point at the intersection of Alamance Road and Eldermont Street to a point 490 feet east from the same.
- To approve a restricted left turn sign on Avalon Road turning onto McKinney Street.

Ordinance#16-9

AMENDMENT TO THE CITY OF BURLINGTON TRAFFIC ORDINANCE

BE IT ORDAINED by the City Council of the City of Burlington:

- To approve a No Parking Zone on the north side of Eldermont Street from a point at the intersection of Alamance Road and Eldermont Street to a point 490' east from the same
 - To approve a Restricted Left Turn Sign on Avalon Road turning onto McKinney Street
- A.** That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

March 15, 2016
City Council Meeting

B. That this ordinance shall take effect upon passage.

B. To approve the reclassification of a full-time Meter Reader position, Level 13, to a part-time Meter Reader with retirement position, effective upon Council approval.

C. To approve the reclassification of a Collection Specialist, Level 13, position to a Head Collection Specialist position, Level 18, effective upon Council approval.

D. To approve the Link Transit System bus wrap design.

E. Budget Amendment 2016-26 – Animal Services – Donation

BA2016-26

Increase Revenues:

| | | |
|----------------|----------------------------|---------|
| 010-33305-5220 | Donations – Animal Shelter | \$1,200 |
|----------------|----------------------------|---------|

Increase Expenditures:

| | | |
|----------------|-----------------------|---------|
| 010-42501-1900 | Professional Services | \$1,200 |
|----------------|-----------------------|---------|

F. Budget Amendment 2016-27 – Fire – Donation

BA2016-27

Increase Revenues:

| | | |
|----------------|----------------------|---------|
| 010-33303-5340 | Contributions – Fire | \$2,500 |
|----------------|----------------------|---------|

Increase Expenditures:

| | | |
|----------------|-----------------------|---------|
| 010-53534-3300 | Departmental Supplies | \$2,500 |
|----------------|-----------------------|---------|

G. Budget Amendment 2016-28 – Police – North Carolina Governor’s Crime Commission Grant

BA2016-28

Increase Revenue:

| | | |
|----------------|----------------------------|-----------|
| 525-33100-0000 | State Grant- Reimbursement | \$ 96,890 |
| 525-38390-0000 | Operating Transfer In | 32,300 |

Increase Expense:

| | | |
|----------------|-------------------------|-----------|
| 010-50502-9100 | Operating Transfers Out | \$ 32,300 |
|----------------|-------------------------|-----------|

March 15, 2016
City Council Meeting

| | | |
|----------------|---------------------------|--------|
| 525-40000-0200 | Personnel Services | 39,540 |
| 525-40000-0500 | Fica Taxes | 3,030 |
| 525-40000-0600 | Group Insurance | 5,690 |
| 525-40000-0700 | Retirement | 2,970 |
| 525-40000-0800 | 401K | 1,980 |
| 525-40000-1401 | Training and Travel | 4,500 |
| 525-40000-3300 | Supplies | 1,650 |
| 525-40000-3390 | Equipment Not Capitalized | 29,530 |
| 525-40000-7400 | Equipment | 8,000 |

Upon motion by Councilmember Hykes, seconded by Councilmember Butler, it was resolved unanimously to approve the foregoing consent agenda.

PUBLIC HEARING

ITEM 1: REZONING - GARDEN ROAD

City Council will consider an application to amend a conditional rezoning approved by the Burlington City Council on February 21, 2006. The request is to allow an increase of 70,000 square feet of leasable area for a maximum of 369,405 square feet. The property is located on the north side of Garden Road between Boone Station Drive and Huffman Mill Road, referenced as Alamance County tax identification numbers 112794 and 112795.

Planning and Economic Development Director Amy Nelson stated that this request was for a 70,000 square foot increase in leasable floor area and was consistent with the land use plan. She stated that the recently approved parking space adjustment would be met with this request. She stated that the request would give the shopping center some flexibility for future tenants.

Ms. Nelson stated that this rezoning request had the recommendation of staff and that the Planning and Zoning Commission voted unanimously to recommend the request to Council. She stated that the Commission found that the rezoning would not adversely affect the adjoining property, was in keeping with land uses already in the area, and that it was consistent with the Comprehensive Land Use Plan. She stated that Mr. Dan Simmons was present to speak to this request.

Mr. Dan Simmons stated that Cons Home Plus Store, out of Texas, would be moving into the old Office Max building and requested to increase the footprint by 18,000 square feet for a total of 41,000 square feet. He stated that plans had been submitted to Engineering and Inspections. He stated that with the addition of square footage would revitalize that section of the shopping center and would give them the flexibility in negotiating future tenants.

March 15, 2016
City Council Meeting

Councilmember Butler asked if the expansion would take place in the future.

Mr. Simmons stated that Cons Home Plus Store would take place immediately and the expansion would be in the future.

The public hearing was opened for comments.

Mr. Michael Goodman, A&M Distribution or Garden Automotive spoke in favor of the expansion.

Upon motion by Councilmember Hykes, seconded by Councilmember Ward, it was resolved unanimously to close the public hearing.

Councilmember Butler moved for the adoption of the following ordinance:

Ordinance #16-10

ORDINANCE TO AMEND OFFICIAL ZONING MAP (Rezone Property located on the north side of Garden Road between Boone Station Drive and Huffman Mill Road.)

BE IT ORDAINED by the City Council of the City of Burlington, North Carolina:

Section 1. That the official zoning map, an element of the Burlington Zoning Ordinance, and the Comprehensive Land Use Plan are hereby amended by amending the Conditional Business District approved by the Burlington City Council on February 21, 2006 to allow an increase of 70,000 square feet of leasable area for a maximum of 369,405 square feet, subject to the conditional uses with limitations as set forth in Sections 2, 3 and 4 of this ordinance the area described as follows:

Property located on the north side of Garden Road between Boone Station Drive and Huffman Mill Road; referenced as Alamance County tax identification numbers 112794 and 112795.

Section 2. That the rezoning to amend the Conditional Business to allow an increase of 70,000 square feet of leasable area for a maximum of 369,405 square feet is hereby authorized subject to the following Use and Development Conditions:

Use Conditions

1. All use conditions as previously approved shall apply.

Development Conditions

1. Allow an increase of 70,000 sq. ft. for a total of 369,405 sq. ft. gross leasable area.
2. New parking ratio of 4 spaces per 1000 sq. ft. will be met with the future expansion.
3. All future expansions will be approved by the City of Burlington Technical Review

March 15, 2016
City Council Meeting

Committee.

4. All previously approved development conditions shall apply.

Section 3. This property will be perpetually bound to the uses authorized and subject to such conditions as imposed including site plans and other submissions, unless subsequently changed or amended as provided for in the City of Burlington Zoning Ordinance.

Section 4. Any violations or failure to accept any conditions and use limitations imposed herein shall be subject to the remedies provided in the City of Burlington Code of Ordinances and Zoning Ordinance.

Section 5. That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

Section 6. That this ordinance shall take effect upon passage.

The foregoing ordinance was seconded by Councilmember Ward, and after full discussion, the same was voted upon and declared duly adopted, no amendments having been offered and consent having been given to place the same upon its immediate passage. Councilmembers voting in favor of the motion to adopt the foregoing ordinance were Baltutis, Faucette, Ward, Butler and Hykes.

Upon motion by Councilmember Butler, seconded by Councilmember Ward, it was resolved unanimously to approve the following statement of consistency:

NEW BUSINESS

ITEM 2: TEMPORARY STREET CLOSING - FRONT STREET - APRIL 9, 2016

City Council will consider a request to temporarily close Front Street between South Worth Street and Spring Street during the Burlington Junior Woman's Club annual 5K fundraising event on Saturday, April 9, 2016, from 7:30am until 10:30am conditional upon meeting requirements of the City of Burlington's Special Event Permit application.

Ms. Jen Gathings, representing Burlington Junior Woman's Club, stated that this was the fifth annual TaTa Trot and requested that Front Street be closed between South Worth Street and Spring Street during the event.

Upon motion by Councilmember Hykes, seconded by Councilmember Butler, it was resolved unanimously to approve the temporary street closing.

March 15, 2016
City Council Meeting

ITEM 3: BURLINGTON DOWNTOWN FARMERS MARKET - CITY PARKING LOT #1 - APRIL THROUGH MID-NOVEMBER

To approve a request allowing Burlington Downtown Farmers' Market permission to hold a farmers' market for a three-year term in a portion of City Parking Lot #1 at the corner of Front Street and Spring Street each Saturday from April through mid-November from 8:00am until 12 noon contingent upon meeting insurance requirements.

Mr. Jordan Walker, representing Burlington Downtown Farmer's Market, stated that this would be the fifth season of the farmer's market and would operate an average of about 30-weeks downtown. He stated that he would like to request a three-year commitment that would help to recruit stronger vendors. He stated that the traditional Christmas parade is held the Saturday before Thanksgiving and they would be ending the market the week before the parade in November. He stated that insurance requirements had been met.

Councilmember Ward stated that he was not satisfied with the legal requirements and asked the City Attorney to look into the legalities but believed Council could approve it subject to clearing up any type of legal issues that may be involved in granting the approval.

Upon motion by Councilmember Ward, seconded by Councilmember Butler, it was resolved unanimously to approve the Burlington Downtown Farmer's Market contingent on legal requirements and approval by the City Attorney.

ITEM 4: DOWNTOWN REVITALIZATION FUNDS - WAYFINDING SIGNAGE

City Council will consider approving downtown wayfinding signage as the identified project for the use of \$96,107 Downtown Revitalization Funds allocated in the 2015-17 state budget, Session Law 2015-24.

Director of Development & Technical Services, Nolan Kirkman stated that in order to have the funds released the State was requesting what the funds would be used for. He stated that after vetting several projects with Anne Morris, Downtown Corporation, it was settled on wayfinding for Downtown Burlington. He stated that this was an effort that the Downtown Corporation had already begun and that the Downtown Master Plan identified wayfinding as one of the successive actions after the branding efforts had been completed. Mr. Kirkman stated that staff felt like it was a visible project, suitable for legislative funds.

Councilmember Butler asked if using the funds for wayfinding signage met the requirements of the grant.

Mr. Kirkman replied it did meet the requirements.

March 15, 2016
City Council Meeting

Councilmember Hykes asked if the signage would stretch beyond Downtown.

Mr. Kirkman stated that it depended on how far the funds could be stretched and that signage could get expensive. He stated that a design had not been completed and that Ms. Morris and her staff were working with a consultant.

Upon motion by Councilmember Butler, seconded by Councilmember Hykes, it was resolved unanimously to approve the allocation of funds for downtown wayfinding signage.

PUBLIC COMMENT PERIOD

There were no public comments.

CITY COUNCIL COMMENTS

Councilmember Butler stated that it was good to see Scout Troop #17 and thanked the Scoutmasters for all the work they have done in raising good scouts.

Councilmember Hykes shared about the upcoming St. Patrick's Day Parade and that Councilmember Butler had been chosen as the grand marshal.

Mayor Pro Tem Faucette invited citizens to apply to serve on one of the City's Boards and Commissions.

ADJOURN

Upon motion by Councilmember Ward, seconded by Councilmember Butler, it was resolved unanimously to adjourn. (7:28 PM)

Renee M. Ward

Renee M. Ward
City Clerk

March 15, 2016
City Council Meeting

MEMO

Office of the City Clerk

TO: City Manager Hardin Watkins

FROM: Renee Ward
City Clerk

RE: Municipal Records Retention and Disposition Schedule Amendment

The North Carolina Department of Cultural Resources Local Records Unit has issued an amendment to the Municipal Records Retention and Disposition Schedule. Please place this item on the April 5, 2016, City Council meeting agenda for Council consideration.

The official copy of the schedule will remain on file with the City Clerk.

Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 9. LAW ENFORCEMENT RECORDS

Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

APPROVAL RECOMMENDED

City/Town Clerk

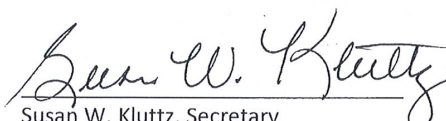
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

January 5, 2015

| STANDARD-9: LAW ENFORCEMENT RECORDS | | | |
|-------------------------------------|---|---|--|
| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 134. | WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court. | Destroy in office after 3 years.* | G.S. §148-32.1 |
| 135. | WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records. | a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64. | |
| 136. | LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81, page 80. | a) Destroy in office after 30 days if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64. c) If record is made part of a citizen complaint follow disposition instructions for CITIZEN COMPLAINTS/ ADMINISTRATIVE INVESTIGATION RECORDS item 21, page 65. d) If record is made part of an internal investigation follow disposition instructions for INTERNAL AFFAIRS CASE RECORDS item 76, page 78. | Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigation records and G.S. §160a-168 regarding confidentiality of personnel records. |

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

| STANDARD-12. PERSONNEL RECORDS | | | |
|--------------------------------|--|---|-------------------|
| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18. | EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. | Destroy in office 3 years after completion, denial, repayment, or removal from program.* | |
| 19. | EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms. | Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. | 8 USC 1324a(b)(3) |
| 20. | EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. | Destroy in office after 1 year. | |
| 21. | EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA). | a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. b) Destroy in office all other records 2 years after resolution of all actions. | |

*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

MEMORANDUM

TO: Hardin Watkins, City Manager

FROM: Shawna Tillery, Community Development Administrator

DATE: March 18, 2016

SUBJECT: City Council Agenda – April 5, 2016
Request to Set Public Hearing Date to Receive Public
Comments on the 2016-17 Community Development
Program Annual Action Plan and Action Plan Amendment

Please request City Council at the April 5, 2016 meeting to set a public hearing date for April 19, 2016 to receive public comments on the proposed 2016-17 Consolidated Plan update for the community development program. This document is the One-year Action Plan and the proposed activities for fiscal year 2016-17 Community Development Block Grant (CDBG) funds.

A separate budget for the City and Alamance County's HOME Investment Partnerships (HOME) Program funds will also be available for review. (City staff administers the County's local HOME Program activities.) Projects and proposed uses of HOME Program funds will be included in the Action Plan for the HOME Consortium comprised of local government units in two counties. The Consortium's Lead Entity, the City of Greensboro, will submit the Consortium's plan to the United States Department of Housing and Urban Development (HUD).

Copies of the draft Plan and a summary will be available for City Council to review prior to the public hearing. As required by federal regulations, staff will publicize the public hearing and the required 30-day comment period and provide copies of the draft plan for public review.

If you have any questions concerning this matter, please advise me.

INTEROFFICE MEMORANDUM

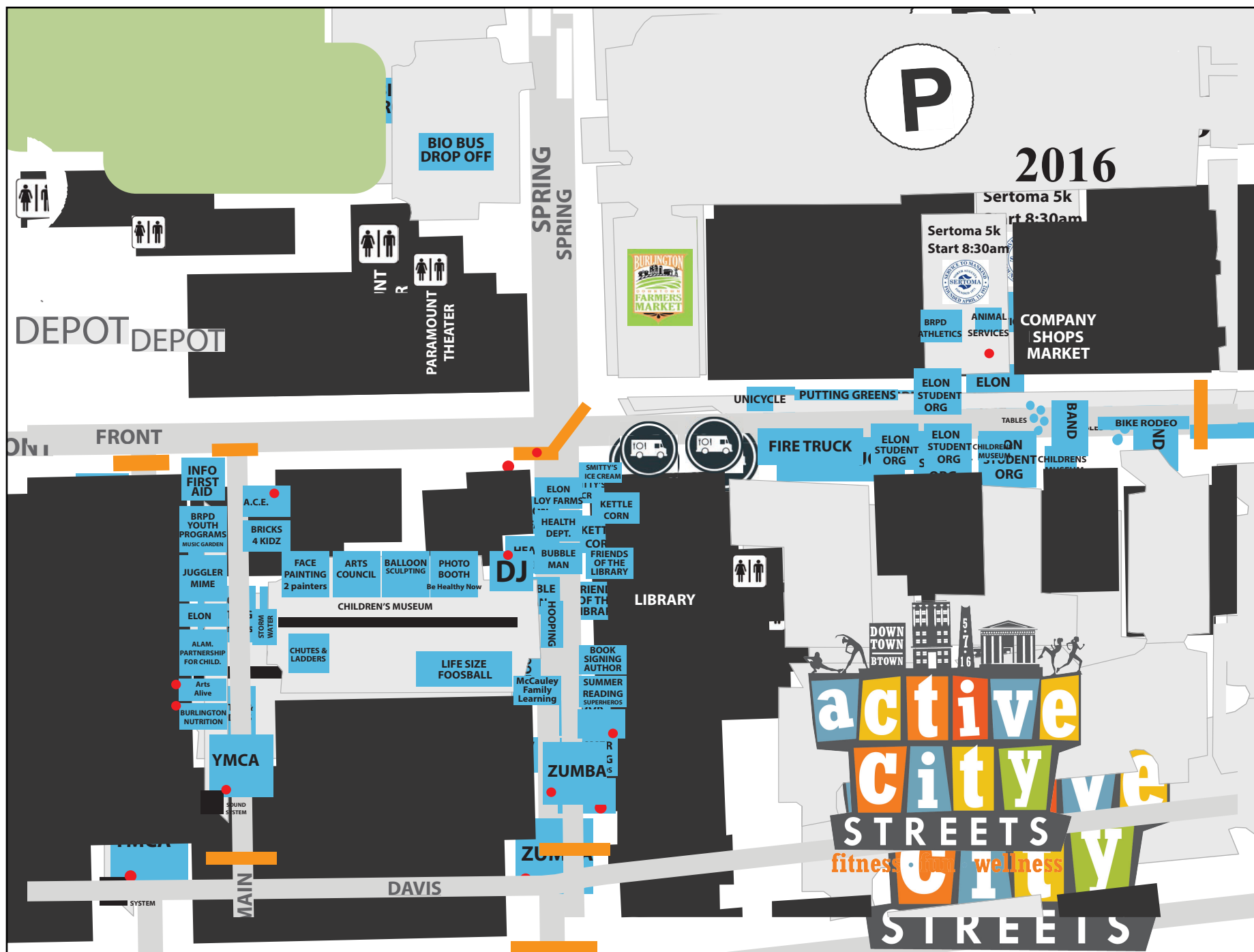
TO: BEVERLY SMITH
FROM: MARY FAUCETTE
SUBJECT: BURLINGTON ACTIVE CITY STREETS
DATE: MARCH 21, 2016
CC: LISA WOLFF, TONY LAWS, EMILY LOTT

I would like to be on the next council agenda to request the following:

To temporarily close the following streets during the Burlington Recreation and Parks Department's special event "Burlington Active City Streets" on Saturday, May 7, 2016, from 6:30 a.m. until 5:00 p.m.:

- Front Street from the middle of the intersection of Spring Street to Lexington Avenue St.
- Main Street from Davis Street to Front St.
- Spring Street from Davis to the middle of the intersection of Front St. (only left turns off of Front onto Spring St)

Mary Faucette
Special Events Supervisor



INTEROFFICE MEMORANDUM

FINANCE & RISK MANAGEMENT DEPARTMENT

TO: Mr. Hardin Watkins, City Manager

FROM: Peggy Reece, Director of Finance & Risk Management

SUBJECT: Budget Amendment 2016-29- Recreation - Kernodle
Senior Center- Impact Alamance Grant

DATE: March 13, 2016

Attached is a copy of a grant agreement between Impact Alamance and the City of Burlington outlining a grant awarded to the John Robert Kernodle Senior Center in the amount of \$9,000. There are no City-match requirements. The grant will be used for improving wellness through trail improvements at Town and Country Park.

Please ask the City Council to amend the 2015-16 Budget at its April 5th meeting as follows.

BA2016-29

Increase Revenues:

010-33407-6260 Senior Programs/Donations \$ 9,000

Increase Expenditures:

010-62626-6013 Trails at Town & Country Park \$ 9,000

Attachment

cc: Hal Hayes, Purchasing/Revenue Collection Manager
Tony Laws, Director of Recreation & Parks
Jane Smith, Supervisor, Senior Programming/Center
Lisa Wolff, Superintendent of Recreation Programming
Renee Ward, Administrative Manager/City Clerk
Beverly Smith, Deputy City Clerk

**IMPACT ALAMANCE
FY 2016 Grant Agreement**

Melissa Hoose, Supervisor of Outdoor Programs

City of Burlington

P.O. Box 1358 (1333 Overbrook Rd.)

Burlington, NC 27215

Improving Wellness through Trail Improvements at Town and Country Park

Grant Year: 04/01/2016 – 04/01/2017

Impact Alamance President: Tracey Grayzer

A. City of Burlington hereby agrees:

- (1)** to return any unexpended grant funds remaining at the conclusion of the project period;
- (2)** that this grant may only be used for the project identified above, as described in the Grantee's proposal and related correspondence, and may not be expended for any other purposes without the Alamance Community and Health Foundation's (DBA Impact Alamance) prior written approval;
- (3)** to repay any portion of the amount granted which is not used for the purpose of the grant set forth in the Grantee's proposal and related correspondence;
- (4)** to submit full and complete narrative and financial reports on the manner in which the funds were spent and the progress made in accomplishing the purpose of the grant (**see section E for reporting requirements**);
- (5)** to maintain records of receipts and expenditures adequate to verify the use of this grant and to make its books and records available to the Foundation for up to three years following the completion of the grant;
- (6)** to notify the Foundation immediately if any changes occur which could lead to a change in the Grantee's tax-exempt status or public charity classification and to repay the Foundation any unspent grant funds if the Grantee's tax exempt-status is revoked or ceases to be a public charity;
- (7)** to notify the Foundation if any changes occur in the program or project for which funding is given, as specifically set out in the original grant application (inclusive of all subsequent addendums);
- (8)** to fully cooperate with a representative of the Foundation in evaluating the effectiveness of the use of funds awarded, if requested.

B. Right to Modify or Revoke:

The Foundation reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in the

Foundation's sole discretion, such action is necessary: (1) because the Grantee has not fully complied with the terms and conditions of this grant; (2) to comply with any law or regulation applicable to the Grantee, to the Foundation or to this grant.

If the Foundation does not receive signed copies of this grant agreement by the due date listed below, this grant may be revoked.

C. Payment schedule

- The Foundation releases grant checks during the last week of the month on a quarterly basis. Payments for your grant will be made according to the schedule below unless other arrangements are made with the Foundation.

| Payment Amount | Payment Date |
|----------------|---------------|
| \$9,000.00 | April 1, 2016 |

D. Grantee Contact

- is listed as the Primary Contact for this grant in the Foundation's records. All information related to this grant, including progress report notices, letters, payments, and information requests, will be sent to this individual directly. It is the responsibility of the Primary Contact to provide others within the organization with any information they may need.
- If you would like someone else to be considered the Primary Contact, or the contact changes in the future, please complete a Modification Request form and submit it to the Foundation.

E. Reporting requirements

The Foundation reserves the right to withhold funding when the grantee is not in compliance with these reporting requirements:

- The Foundation requests progress and financial reports relative to the above project according to the following schedule. The reports are an extension of the application itself to show the progress anticipated, and the progress made at the time of the report. See final page for list of project outcomes.

| Report Type | Due Date |
|--------------------------------------|-----------------|
| Signed Grant Agreement | March 21, 2016 |
| Mid-Year Progress & Financial Report | October 1, 2016 |
| Final Progress & Financial Report | April 1, 2017 |

- The Foundation will email the report to the primary contact one month prior to the due date.
- Your organization will be asked to report on the outcomes in your original report. You will find those outcomes on the attached executive summary of your proposal.
- Progress reports should be completed in full, each question answered, and appropriate attachments included.
- Financial reports should also be completed showing actual expenditures relative to the approved grant amount. If the Foundation has any questions or concerns regarding your financial report, we reserve the right to audit your records to ensure our funds are being spent according to your award agreement.

F. Grant Modification Requests

- In the event that you need to make a modification to your grant, please contact the Foundation immediately for approval.

G. Guidelines for acknowledging the grant

- If materials including books, posters, brochures, flyers, press releases or public announcements are made referring to the funded project, we request specific acknowledgment of the Foundation's support of this project. Prominence of acknowledgment should be commensurate with level of funding relative to other funding sources.
- The Foundation reserves the right to announce this grant publicly in a manner and at a time of its choosing.
- The Grantee may make an announcement about this grant using a press release conforming to the following guidelines:
 1. Impact Alamance should be notified prior to press release being sent to media and has the right to review the release and make revisions in regards to the foundation's mission and funding priorities.
 2. Impact Alamance should be named in the first paragraph.
 3. The following description of Impact Alamance should be included in the announcement: *Impact Alamance is part of the Cone Health Network and has as its mission to strategically invest in our community for hope, health and prosperity.*
 4. The Foundation should be notified at least 24 hours in advance of a planned news conference about this grant.

H. Acceptance of award

- The terms and conditions of this grant agreement have been read, are understood, and are accepted.
- If you accept the terms of this agreement, please sign and return the original document to Impact Alamance, 101 North Main Street, Burlington, NC 27217. Keep the additional copy enclosed for your records.
- **Please submit your organization's W-9 Form if you have not already submitted.**
- If you have concerns with the requirements outlined in this agreement, please contact Donna Buckner at 336-221-0011.

The undersigned is an authorized officer of the Grantee organization and, as such, is authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all terms and conditions placed on this grant, and agrees to comply with the above stated guidelines.

NAME OF ORGANIZATION: _____

BY (signature of authorized person): _____ **TITLE:** _____

PRINTED NAME: _____ **DATE** _____

An update on the information below will be requested in your mid-year and final grant project report. A budget update will also be required.

Project Title: Improving Wellness through Trail Improvements at Town and Country Park

Brief Project Description: The project is to improve the trails at Town and Country Park, located in Burlington along the Haw River, to encourage residents and visitors to be more physically active and feel safe using the trails. The improvements include using GPS to map the trails, create permanent maps, purchase and install trail markers, build and install a trail head kiosk and install a trail counter. Through the improvements, the park will be more inviting and safer place to walk or hike in a natural setting. A connector trail will also be built to connect Town and Country Park to the Haw River Hiking Trail/Mountains to Sea Trail to offer more connected miles of trail to the community.

Outcome 1: By July 2017, trail usage at Town and Country Park will increase.

Measure 1:

Count trail users prior to installation of signage and after. Data will be collected monthly for 5 years.

BUDGET UPDATE

Grant Total: \$

Remaining Balance: \$

EXPENSES PAID (Please list each item and expense below)

BALANCE (Please list remaining balance and items still to be purchased)



FROM THE DESK OF CAPTAIN BRIAN LONG

TO: PEGGY REECE, FINANCE
CHIEF J. JEFFREY SMYTHE, CHIEF OF POLICE

FROM: Captain Brian Long

SUBJECT: FY16 BUDGET AMENDMENT FOR RICO APPROPRIATIONS

DATE: March 31, 2016

The Police Department is requesting use of RICO funds for expenditures involving the acquisition of needed equipment. This will require a Budget Amendment to appropriate funds for expenditure in the amount of \$27,773.00

The cost will include:

013-52520-3390 Equipment Not Capitalized-

| | |
|---|---------------------------|
| 20 Glock Model 22 Handguns | \$ 8,773.00 |
| Automated License Plate Reader Trailer-Upgrade (Power Supply) | \$ 14,000.00 |
| 10 Ballistic Vest (Rapid Deployment) | \$ <u>5,000.00</u> |
| <i>Total 3390 account-</i> | <i>\$27,773.00</i> |

| | |
|---|---------------------------|
| <i>Total for Budget Amendment request-</i> | <i>\$27,773.00</i> |
|---|---------------------------|

Cc: Renee Ward
Asst. Chief J.E. Kerns
Asst. Chief C.S. Verdeck

INTEROFFICE MEMORANDUM
FINANCE & RISK MANAGEMENT DEPARTMENT

TO: Mr. Hardin Watkins, City Manager
FROM: Peggy Reece, Director of Finance & Risk Management
SUBJECT: Budget Amendment 2016-30- RICO Appropriations
DATE: March 31, 2016

Attached is a copy of a memorandum from Brian Long, Police Captain, requesting a budget amendment for the use of RICO funds for expenditures involving the acquisition of much needed equipment (i.e. handguns, automated license plate reader, ballistic vests).

Please ask the City Council to amend the 2015-16 Budget at its April 5th meeting as follows:

BA2016-30

Increase Revenues:

| | | |
|----------------|---------------------------|-----------|
| 013-39398-0000 | Appropriated Fund Balance | \$ 27,780 |
|----------------|---------------------------|-----------|

Increase Expenditures:

| | | |
|----------------|---------------------------|-----------|
| 013-52520-3390 | Equipment not Capitalized | \$ 27,780 |
|----------------|---------------------------|-----------|

Attachment

cc: Hal Hayes, Purchasing/Revenue Collection Manager
Brian Long, Police Captain
Jeffrey Smythe, Chief of Police
Renee Ward, Administrative Manager/City Clerk
Beverly Smith, Deputy City Clerk

**PROPOSED AMENDMENTS TO CHAPTER 15 (INTOXICATING LIQUORS)
OF THE BURLINGTON CITY CODE**

Ord. No. _____
Enacted _____

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
BURLINGTON, North Carolina, that the following change be made to Chapter 15
(Intoxicating Liquors) of the City Code:

Sec. 1: That Section 15-1 (Consumption on public property) be amended as follows:

From: It shall be unlawful for any person to consume any malt beverage or unfortified wine in or on any public street, sidewalk, alley or other public property within the city. Provided, however, it shall be lawful for any person to purchase and consume malt beverages at Indian Valley Golf Course and Burlington Athletic Stadium subject to and in accordance with all provisions contained in Chapter 18B of the North Carolina General Statutes and any and all regulations which have been or may be promulgated thereunder.

To: It shall be unlawful for any person to consume any malt beverage or unfortified wine in or on any public street, sidewalk, alley or other public property within the city. Provided, however, it shall be lawful for any person to purchase and consume malt beverages and **unfortified wine at Indian Valley Golf Course, Burlington Athletic Stadium, Paramount Theater, the Historic Depot, Willowbrook Arboretum, and the Downtown Municipal Service District with the exception of the Lexington Avenue Municipal Building and surrounding grounds and parking lot, and the Davis Street Municipal Annex Building and surrounding grounds and parking lot, provided necessary permits and approval have been secured.**

It shall be lawful to purchase and consume malt beverages or unfortified wine at Regional Park (City Park) for city sponsored events at the annual Burlington Carousel Festival and in accordance with all provisions contained in Chapter 18B of the North Carolina General Statutes and any and all regulations which have been or may be promulgated thereunder.

Sec. 2: That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

Sec. 3: That this ordinance shall take effect upon passage.

SECTION IV-APPLICATION

Application Fee: \$25.00

| | | |
|--|---|--|
| Internal Use Only | <input type="checkbox"/> Recreation & Parks <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Cemetery & Grounds <input type="checkbox"/> City Adm. Office | <input type="checkbox"/> Traffic <input type="checkbox"/> Sanitation <input type="checkbox"/> Finance <input type="checkbox"/> Public Information <input type="checkbox"/> Other _____ |
| Fees Paid ____ \$25.00 Application ____ \$25.00 Tent Permit | | |

Event Name: Food Truck Festival

Event Date: May 8, June 12, July 10, Aug 14, Sept. 11, Oct 9

Event Coordinator's Name Angie Ball

Contact Information: (cell) 336-684-8780 (other) _____

Email: angieballrbt@gmail.com

Set-up

| | | | |
|---------------------|------------|-------------------|-------------------|
| Setup | Date _____ | Time <u>11:00</u> | Day of Week _____ |
| Event Starts | Date _____ | Time <u>1:00</u> | Day of Week _____ |
| Event Ends | Date _____ | Time <u>5:30</u> | Day of Week _____ |
| Dismantle/Take-Down | Date _____ | Time <u>7:30</u> | Day of Week _____ |

all dates are Sunday

LOCATION

Name of Park or Facility/Routes/Streets

* Location * Rusted Bucket
Block * Davis st - Worth to Spring st.
* Main st - maple to Front st.

Media Contact

(If different than Public
Contact)

Name: _____

Telephone: () _____ Cell _____

SUMMARY OF EVENT

***If streets are approved for closing, all tents and equipment must be removed from the street 30 minutes of requested re-opening.**

Event Downtown Food Truck Festival

Description *will have 15-25 Food trucks, craft vendors,
busker bands, games *
also beer on streets like St. Patrick's Day

Admission _____
 Information _____
 cannot exceed _____
 300 _____
 characters. _____

NC Admission tax laws may apply. Admission Yes X No Anticipated Attendance: Total _____

Event Category

- ☒ Festival/Celebration
- ☐ Run
- ☐ March
- ☐ Parade
- ☐ Exhibits/Misc.
- ☐ Concert/Performance
- ☐ Farmers/Outdoor Market
- ☐ Dance
- ☐ Other _____



CITY OF BURLINGTON TEMPORARY STREET CLOSING REQUEST

City Code Section 32-50

If requesting to close and/or block City Streets, the form below must be completed.

Name/Organization: Angie Ball - Downtown Food Truck Festival

Address: 1325 Davis St. City/State: Burlington Zip Code: 27215

Contact Number(s): 336-684-8780 Email: angieball@atdglobal.com

Reason for Street Closing: Downtown Food Truck Festival

Name of Street to be Closed: Davis St. - Worth to Spruce St.
Main St. - Maple to Front St.

from _____ Street to _____ Street

on May 8, June 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 from 11:00 to 7:30 each date.
(Date) (Time) (Time)

Additional Comments: _____

Requirements:

- Requests must be submitted to the City Manager's office ten days prior to the event.
- No obstructions shall be permanently placed within the right-of-way that will block both lanes of travel. An emergency access of one-lane width will need to be maintained free of permanent obstructions. Fire hydrants shall remain unobstructed and means-of-egress from all structures within the requested area shall be kept clear.
- Burlington City Code Ordinance - Chapter 15, Section 15-1 - Consumption on Public Property:
"It shall be unlawful for any person to consume any malt beverage or unfortified wine in or on any public street, sidewalk, alley or other public property within the City."

I certify that this request for a temporary street closing is for a "non-profit event." I have read and understand the above requirements: _____

(Petitioner Name)

Approved: _____

City Manager, Hardin Watkins

Date: _____

Temporary Street Closing Policy Guidelines

City Manager Authority

- 1) City Manager may only consider and give approval of a temporary street closing for “non-profit events.”
- 2) Duration of temporary street closing may not exceed six hours.
- 3) Temporary street closing request must be reviewed by the Police and Fire Departments to insure that public safety will not be compromised.
- 4) No more than two City blocks may be involved in the closing.
- 5) Requesting organization or person must, prior to seeking approval, advise residents or businesses to be affected by the closing that a closing will be requested from the City and be able to provide names of contacted individuals or businesses to the City Manager and their comments, if any.
- 6) Requesting party shall be responsible for public security, if necessary, and shall also provide clean up after the event, if necessary.
- 7) The City Manager may require evidence that the requesting party has liability insurance which would protect the City from any claims arising out of the event or the use of the public streets for such event.
- 8) The City Manager will not consider requests that are determined to be inconsistent with the overall public welfare and safety of the City and its citizens.
- 9) Application for street closing must be made at least 10 working days prior to the requested event.
- 10) Purpose for the closing and the event must be one that will benefit the citizens generally or a particular neighborhood.
- 11) City Manager cannot approve closings of roads or streets that are part of the State highway system.
- 12) Closing requests that fall outside of the above mentioned guidelines will be submitted to the City Council for consideration.

APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization _____

Chief Officer of Host
Organization _____

Applicant Name Angie Ball

Street Address: 132 E Davis St.

City: Burlington State NC Zip 27215

Telephone Day: _____ Cell: 336 684-8780 Evening _____

Email: angieballrbt@gmail.com

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce, and/or manager your event.

Name _____

Street Address: _____

City: _____ State _____ Zip _____

Telephone Day: _____ Cell: _____ Evening _____

Yes No

☐ ☐ Is this an annual event? How many years has this event taken place? _____

☐ ☐ Is your event part of a larger marketing campaign? (i.e. Dicken's Christmas, Burlington Carousel Festival)

If yes, please list _____

SITE PLAN/ROUTE MAP

Your event site plan/route map must be submitted and include but not limited to:

- ☐ An outline of the entire venue including the names of all streets or areas that are part of the venue and the surrounding areas. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ The location of first aid facilities and emergency management vehicles.
- ☐ A detailed or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator locations and/or source of electricity
- ☐ Placement of vehicle and/or trailers
- ☐ Identification of all event components that meet accessibility standards
- ☐ Other related event components not listed above

NARRATIVE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.-

Will have 15-25 Food trucks, beer on streets, busker bands,
craft vendors, games

SECURITY

All proposals must be reviewed by the Police & Fire Departments to ensure that public safety will not be compromised. It is required that Burlington PD work the event.

Burlington Police Department Extra Duty Employment Agreement

Requestor: Angie Ball
Date: _____

Address: 132 E Davis St.

Phone: (cell) _____ (other) 336-684-8780

Location of Assignment: _____

Description of Assignment: _____

Date to be worked:

May 8, June 12, July 10, Aug 14, Sept 11, Oct 9

Hours to be worked from:

4.5 hrs 1-5:30

Rate per Hour: _____

Total of hours worked: _____

Additional Information: _____

All Requestors will be provided the following information. Receipt of this information will be acknowledged by signature and date below.

The Burlington Police Department is **NOT** required to provide off duty law enforcement officers for extra duty employment. Approval to employ off duty officers will **not** be granted to any person, firm, or organization whose officers, members, business, or operations are questionable for any event of a potentially compromising nature. It is further understood that the officers performing extra duty employment are members of an emergency service organization and are therefore subject to **immediate recall to duty** in the event of a general emergency situation. The Burlington Police Department will not be held responsible in the event an emergency situation arises and the Police Officer is not able to perform the extra duty employment. Officers hired for extra duty employment are restricted to performing only acts, which are supported by law and comply with all state laws and both city and/or county ordinances. Officers are subject to all rules and regulations of the Burlington Police Department and must conduct themselves according to the Burlington Police Department's standards at all times.

All officers will be compensated at the salary rate set by the Burlington Police Department. Working times for extra duty assignments will be rounded to the nearest half-hour. All officers will receive a minimum of three (3) hours pay for all events regardless of actual time worked. At the approval of the Chief of Police or his/her designee, assignments may be scheduled for less than three (3) hours. If an employer fails to compensate an officer under this requirement, the Burlington Police Department may revoke the employer's privilege to hire officers for extra duty employment.

The Burlington Police Department, or the assigned officer(s) must receive extra duty cancellations at least two (2) hours prior to the officer's reporting time. If a cancellation is received after the two-hour deadline, the employer is responsible for paying the officer involved for a minimum of three (3) hours. If an employer fails to compensate an officer under this requirement the Burlington Police Department may revoke the employer's privilege to hire officers for extra duty employment.

All extra duty employment transactions between officers of the Burlington Police Department and outside employers shall be considered private transactions even though facilitated or approved by the Burlington Police Department designee. This request and approval to employ off duty officers shall not be considered a contractual arrangement between the outside employer and the Burlington Police Department. The Burlington Police Department or his designated representative may cancel approval of extra duty employment at any time without cause. If this request is for continuous employment, the request must be renewed and submitted annually for approval.

In consideration of the mutual premises of the parties, the requester does hereby indemnify and hold harmless the City of Burlington, the Burlington Police Department, and its officers, employees, successors and assigns from any and all suits, claims, damages, including attorney's fees, arising in any way out of this Agreement and the work performed hereunder.

Extra-Duty Employer: **WILL ____ WILL NOT ____**

PROVIDE WORKER'S COMPENSATION BENEFITS.

THE UNDERSIGNED REQUESTOR IS HEREBY APPLYING FOR APPROVAL TO ENGAGE THE SERVICES OF OFF DUTY LAW ENFORCEMENT OFFICERS OF THE BURLINGTON POLICE DEPARTMENT.

ACKNOWLEDGED BY: _____

DATE: _____

ENTERTAINMENT & RELATED ACTIVITIES

| Yes | No | |
|-----|----|--|
| | | <p>Are there any musical entertainment features related to your event?</p> <p>If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.</p> <ul style="list-style-type: none"> Number of Stages <u>0</u> Number of Performers/Bands _____ Performer/Band name and music type <u>Busker Bands</u> |
| | | <p>Will the event need power? <u>NO</u></p> <p>There are limitations on power throughout the downtown area. Generators are recommended.</p> |
| | | <p>Will sound checks be conducted prior to the event? <u>NO</u></p> <p>If yes, Start Time: _____ Finish Time: _____</p> |
| | | <p>Will sound amplification be used? <u>NO</u></p> <p>If yes, Start Time: _____ Finish Time: _____</p> |
| | | <p>Please describe the sound equipment that will be used for your event.</p> <p>_____</p> <p>_____</p> |
| | | <p>Will inflatables or similar devices be used at your event?</p> <p>If yes, please describe: <u>maybe</u></p> <p>*Note: Insurance requirements must be met in order to offer this activity.</p> |
| | | <p>Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? <u>NO</u></p> <p>If yes, please describe: _____</p> <p>*Note: These requests will be subject to the approval of the Burlington Police & Fire Departments in conjunction with State Laws governing this type of activity.</p> |
| | | <p>Will your event include the use of any signs, banners, decorations, or special lighting? <u>NO</u></p> <p>If yes, please describe: _____</p> |
| | | <p>Will you be marketing your event? <u>Facebook, Timenews</u></p> <p>If yes, you must provide samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities.</p> |

ALCOHOL

When serving alcohol, state laws apply to all dispensing and sale of beverages.

**NOTE: If alcohol will be a part of your event, you will be required to fill out the proper information on the following pages.*

Yes

No



Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

☐ Free/Host Alcohol

☒ Alcohol Sales

☐ Host & Sale Alcohol

☐ Beer

☐ Wine

☒ Beer & Wine

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

I will have 2 officers.

- Alcohol consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map. The request to serve alcohol must meet all guidelines set forth on pages 3-6.
- Burlington Police Officers will be required to be hired through the Extra Duty process for all alcohol related events. Host/Sponsoring organization will be responsible for all payments due to the officers working based on the Extra Duty contract here within.

INSURANCE REQUIREMENTS

Please provide the following information of the responsible party, caterer and organization:

| | | | |
|-----------------------------|-------------------|-------|-----|
| ■ Name of Insurance Agency: | Hub international | | |
| Address: | | | |
| City | | State | Zip |
| Telephone | Day | | |
| | Evening | | |
| | Cell | | |
| ■ Name of Policy Holder: | | | |
| ■ Required Policy Amount: | | | |
| ■ Policy Number | | | |
| ■ Policy Type | | | |

*** All insurance requirements from page 5 must be met prior to application approval.**

A certificate of liability listing the City of Burlington as the "additional insured" must be presented to the representing city agent for approval as stated on page 4 of this document.

FOOD CONCESSIONS OR PREPARATION

Vendor/Catering Contact

*(If different than Public
Contact)*

1. Name: _____

Telephone: () _____ Cell _____

2. Name: _____

Telephone: () _____ Cell _____

Web Address _____

Email Address _____

All food preparations, storing, cooking and serving must meet the regulations set forth by the Alamance County Health Department and the State of North Carolina. See Page 7 for cooking regulations from the Burlington Fire Department. All regulations set forth must be followed.

If outside food vendors will be participating in your event, a copy of their Certificate of Insurance must accompany this application. Insurance requirements may be found on page 7 of this document.

Yes No

☒ ☐

Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared:

Will have Food trucks and I'll get COI for each

Yes No

☐ ☒

Do you intend to cook food in the event area?

- ☐ Gas
- ☐ Electric
- ☐ Charcoal
- ☐ Other (specify) _____

PORTABLE RESTROOMS

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Yes No

☒☐

Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets 1 maybe 2

If no, please explain: I also have 2 inside bar

Rest Room Company: _____

Contact Name: _____ Number _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

SANITATION & RECYCLING

The City of Burlington will provide the option to rent city trash and recycling carts for approved special events. It will be determined by City staff whether a roll-off dumpster will be required for your event.

All approved applicants are responsible for providing a safe and clean atmosphere during the event. The requesting applicant shall be responsible for the proper disposal of all trash and recyclables generated during the event. All receptacles for the collection of trash and recyclables as well as the disposing of such contents shall be the applicant's responsibility. No garbage will be permitted to be left on any streets and/or sidewalks within the approved area.

Name of Event Coordinator overseeing garbage: Angie Ball

Contact Numbers: Cell: 366-684-8780 Other: _____

Number of Trash Cans _____

Number of Trash Cans w/ Lids 8-10

Number of Dumpsters w/Lids
(One for every increment of 400 people) _____

Number of Recycling Containers _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

will clean trash up and also I have about 10
trash cans without lids I place out.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Burlington Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Burlington.

Print Name of Applicant/Host Organization Angie Ball

Title: owner / Rusted Bucket

Signature: Angie Ball

Date: march 24, 2016

Print Name of Professional Event Organizer _____

Title: _____

Signature: _____

Date: _____

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Burlington, please make sure that the following steps have been completed"



Have you....

- ☒ Signed and dated your application?
- ☒ Attached your event site plan and map? *"attached"*
- ☒ Attached your event security plan?
- ☐ Attached a copy of your accessibility plan?
- ☐ Attached your Certificate of Insurance? *coming*
- ☐ Include any County, State, Federal or City of Burlington permits that may be required to hold your event in the selected venue? -should include alcohol permits, fire permits etc.

Please submit your COMPLETED application in person to:

**Burlington Recreation & Parks
Attn: Lisa Wolff
1333 Overbrook Road
Burlington, NC 27215**

For additional questions, comments or concerns, please call 336-222-5030.